

1. The first step is to identify the problem or question that needs to be addressed. This involves understanding the context and the specific requirements of the task.

2. Next, it is important to gather relevant information and data. This can be done through research, consultation with experts, or by analyzing existing data sets.

3. Once the information is gathered, the next step is to analyze it. This involves identifying patterns, trends, and potential solutions. It is important to consider all relevant factors and to evaluate the feasibility of different approaches.

4. After analysis, the next step is to develop a plan or strategy. This involves determining the most effective way to address the problem, taking into account the available resources and the potential risks.

5. The final step is to implement the plan. This involves putting the strategy into action and monitoring the progress. It is important to be flexible and to make adjustments as needed based on the results.

6. Finally, it is important to evaluate the outcome. This involves assessing the effectiveness of the solution and identifying any areas for improvement. This step is crucial for ensuring that the problem has been fully resolved and that the solution is sustainable.

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Connie C. Yoha

STEPHENSON ET AL.

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Class	Subclass	Date	Examiner

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